

SHELTON STATE COMMUNITY COLLEGE LIBRARY
Annual Cataloging/Processing Report

Summary for FY '94-'95

BOOKS	Skyland	Fifteenth	Fredd	TOTAL
Cumulative # Cataloged Added	<u>3,598</u>	<u>350</u>	<u>895</u>	<u>4,843</u>
Cumulative # Cataloged Withdrawn	<u>714</u>	<u>767</u>	<u>19</u>	<u>1,500</u>
Cumulative # Uncataloged Added	<u>0</u>	<u>99</u>	<u>22</u>	<u>121</u>
Cumulative # Uncataloged Withdrawn	<u>0</u>	<u>461</u>	<u>0</u>	<u>461</u>
Cumulative Total to Date*	<u>35,429</u>	<u>630</u>	<u>884</u>	<u>36,943</u>

* More detailed statistics (e.g., titles vs. holdings, etc.) are available in the monthly computer reports).

"Cataloged" = books that have been assigned classification numbers

"Uncataloged" = books that have not been assigned classification numbers and are housed in the shop/department where instructions occurs; not circulated outside of the shop/department

"Withdrawn" = books that have been lost, stolen, withdrawn, or otherwise are no longer in the collection(s)

Special Note for Fiscal '94-'94 Reports

1. The Cumulative Total for Skyland column is the total of all cataloged books. However, it does not include any Fifteenth Street books that were eventually transferred to the Fredd Campus Library.
2. The Cumulative Total for Fifteenth column is the cumulative total of all Uncataloged materials for both Fifteenth and Fredd.
3. The Cumulative Total for Fredd column is the total number of cataloged books now residing at the Fredd Campus Library.

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Copier Receipts

October 1994--September 1995

Skyland Boulevard Campus

MONTH	\$ RECEIVED
October	\$ 1,892.55
November	636.95
December	1,481.00
January	772.45
February	1,051.10
March	1,712.75
April	1,150.45
May	1,101.25
June	1,032.11
July	850.53
August	549.35
September	900.35
TOTAL FOR YEAR	13,135.84

SHELTON STATE COMMUNITY COLLEGE LIBRARY
MEMORANDUM

TO: All Employees
FROM: Debbie Grimes *Grimes*
RE: Library Services to All Campuses
DATE: November 28, 1994

Attached is an updated booklet on library and media services to all employees on all campuses. We hope you will find the information useful as you plan your work for the College.

I am pleased to announce that Mr. S.N. Gaines, Media Technician, Fredd Campus, has joined the Library team. He has been providing media services for some time on the Fredd Campus, and we now have an "official" relationship with him. He served for many years as an electronics instructor and has worked as a media technician for the Title III program on the Fredd Campus for quite a while.

I am also pleased, if somewhat tardy, to introduce two Senior Aides who have been assigned to the Library on the Skyland Campus. Mr. Leon Wheeler and Ms. Myrtle Reece are working at the Circulation Desk; Mr. Wheeler is also adding records to the library computer database. Both of these individuals are providing valuable services to the College through a program sponsored by the West Alabama Planning & Development Council.

Obviously, the information in the booklet will soon be outdated. When library services are officially established on the Fredd Campus and the move of the Fifteenth Street Campus Library has been completed, we will issue an update on library/media services. In the meantime, please ask for clarification if you need it.

NOTE: The attached narrative may refer to "faculty." However, library services are available to all employees on all campuses--support staff, faculty, and administrators. Policies and procedures apply to all employees.



SHELTON STATE COMMUNITY COLLEGE
THE COLLEGE LIBRARY
December 1994

GENERAL INFORMATION

Shelton State maintains the Junior College Library, located on the Skyland Boulevard Campus, and the Technical Library, which will be located on the Fifteenth Street Campus until later in academic year 1994-95. The College is in the process of establishing a library center on the Fredd Campus. More details will be provided as plans are implemented.



The Junior College Library, located on the Skyland Boulevard Campus, contains over 35,000 books and carries over 300 current periodical subscriptions; its holdings are primarily academic in tone and are provided in support of academic programs and courses. All library and audiovisual materials on the Skyland Boulevard Campus are housed in the library.

The Technical Library houses approximately 2,500 books and carries over 50 current periodical subscriptions; its holdings are primarily occupational/technical in nature and are provided to support occupational/technical programs and courses. On the Fifteenth Street Campus, many materials are housed in the shops or departments where instruction occurs.

Library services for the C.A. Fredd Campus are provided primarily through the libraries on the Skyland Boulevard Campus or the Fifteenth Street Campus, and no separate library facility is maintained at this time on the Fredd Campus. As on the Fifteenth Street Campus, materials to support instruction--including periodicals, books, and audiovisuals--are housed in the shops or departments where instruction occurs.

SHELBY, a computerized online library catalog is provided on the Skyland Campus. Plans have been made to add other campuses to the system. A card catalog is available on the Fifteenth Street Campus, but no central listing of holdings on the Fredd Campus is currently available. Library hours are posted on the Skyland and Fifteenth Street campuses.